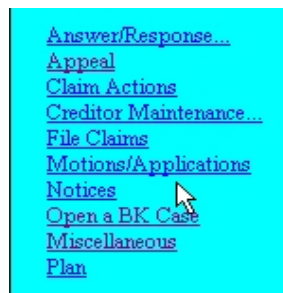
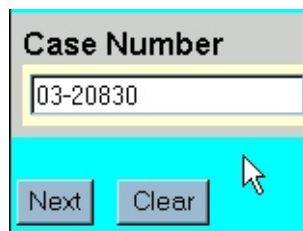


Motion to Deconsolidate Cases

STEP 1 Select **Bankruptcy** from the **Main Menu**, and then click on **Motions / Applications**.

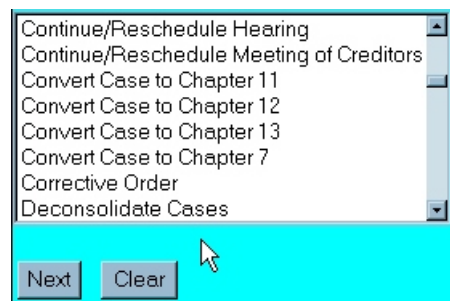


STEP 2 The **Case Number** screen displays.



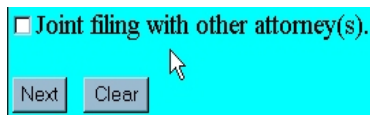
- ◆ Enter the **Lead Case Number** and click on the **Next** button.

STEP 3 The select the type of **motion/application** being filed screen appears.



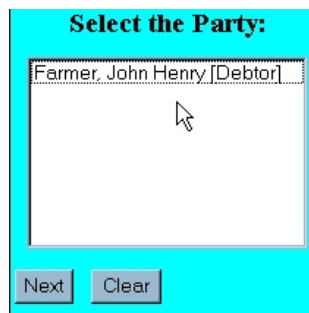
- ◆ Using the up and down arrows to the right of the box, scroll through the options to highlight the type of document being filed (**Deconsolidate Cases**).
- ◆ Click on **Next** to proceed, or **Clear** to repeat selecting options.

STEP 4 The **Joint filing with other attorney(s)** prompt is displayed.



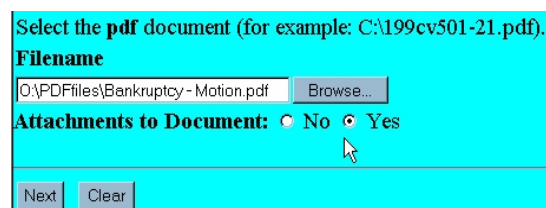
- ◆ Click in the **Joint filing with other attorney(s)** box to add any additional attorneys.
- ◆ Click **Next** to continue.

STEP 5 The **Select the Party** screen appears.



- ◆ Click on the filing party's name.
- ◆ Click on the **Next** button.

STEP 6 The **Select the pdf document** screen appears.



- ◆ Type the path and file name in the blank box, or
- ◆ Click on the **Browse** button to navigate to the appropriate directory and file.
- ◆ If there are no attachments to document, click on the **Next** button.
- ◆ To attach the **Proposed Order** and other documents, (e.g. an exhibit, appendix)
 - ▶ Click on the radio button next to '**Yes.**'
 - ▶ Click on the **Next** button.

STEP 7 The **Select one or more attachments:** screen appears. All pleading exhibits must be attached at this time.

Select one or more attachments.

1) Enter the **pdf** document that contains attachment (for example: C:\appendix.pdf).

Filename

O:\PDFFiles\Bankruptcy - Proposed Or

2) Select a document type and/or enter a description.

Type **Description**

3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.

- ◆ Use the **Browse** button to navigate to the location of all necessary files.
- ◆ **Type** - click on the down arrow to select the type of attachment, if listed.
- ◆ **Description** - type in any additional description if needed.
- ◆ **Add to List** - click this button to add selected attachment to list.
- ◆ As documents are added to list, they will appear in the filename list box.
- ◆ Click on the **Next** button.

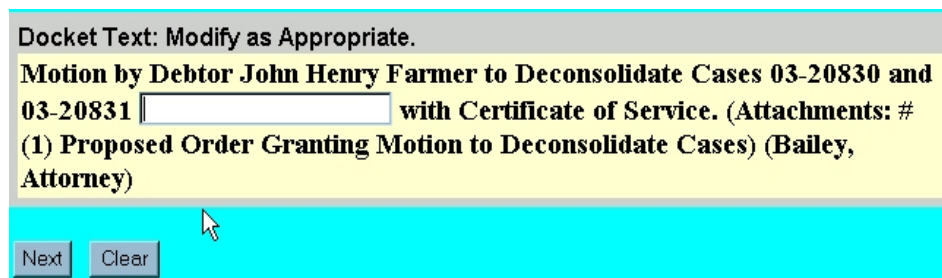
STEP 8 The **Case Numbers and Certificate of Service** screen displays.

Case Numbers:

With Certificate of Service? y or n:

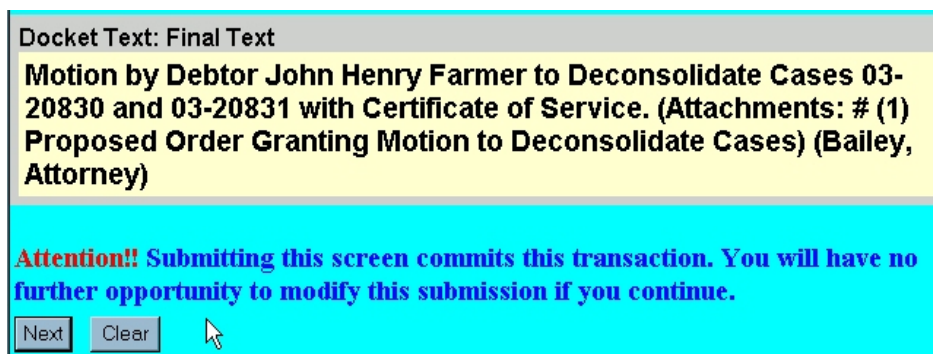
- ◆ Enter all **Case Numbers** of the consolidated cases involved.
- ◆ Type a lowercase **'y'** if a Certificate of Service is attached to your document or a lowercase **'n'** if there is no Certificate of Service.
- ◆ Click on the **Next** button.

STEP 9 The **Docket Text: Modify as Appropriate** screen displays.



- ◆ Add additional text if appropriate.
- ◆ Click on the **Next** button.

STEP 10 The **Docket Text: Final Text** screen appears. This is the **LAST** opportunity to verify the accuracy of the information. Submission of this screen is **final**.



- ◆ Verify the final docket text. If correct, click **Next**.
- ◆ If the final docket text is incorrect, you must click on your **Browser's Back** button to correct your entries.
- ◆ To abort or restart the transaction, click on the **Bankruptcy** hyperlink on the *Menu Bar*.

STEP 11 The **Notice of Electronic Filing** screen will display showing the essential data for this filing. Scroll down to view the entire receipt.

Notice of Electronic Filing

The following transaction was received from Bailey, Attorney J. entered on 5/4/2004 at 9:50 AM EDT and filed on 5/4/2004

Case Name: John Henry Farmer
Case Number: [2:03-bk-20830](#)
Document Number: [4](#)

Docket Text:
Motion by Debtor John Henry Farmer to Deconsolidate Cases 03-20830 and 03-20831 with Certificate of Service. (Attachments: # (1) Proposed Order Granting Motion to Deconsolidate Cases) (Bailey, Attorney)

The following document(s) are associated with this transaction:

Document description:Main Document
Original filename:O:\PDFfiles\Bankruptcy - Motion.pdf
Electronic document Stamp:
[STAMP bkecfStamp_ID=1019576470 [Date=5/4/2004] [FileNumber=13117-0] [26f36d76c820c02586a68d88d8e7156849d5c49cca5f52ab5948958515bd59f13bc1ad372ce212c133dea8c51df9c776d0d8dca4ba231af6e5cc400197a7f802]]